WISCONSIN PCARD MANUAL

CORPORATE
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CARDHOLDER NAME
VISA

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1.0 PCARD OVERVIEW

The Wisconsin Purchasing Card (PCard) program is simply designed to streamline the acquisition and payment schedules of goods and services required for State business while at the same time eliminating the many administrative inefficiencies and costs of other traditional purchasing methods.

PROCURE TO PAY PROCESS
PCard Purchase + Quick Payment = Simple Transaction

This PCard policy and procedure manual is designed to present the framework for implementing and managing a successful Purchasing Card program throughout all the Wisconsin State Agencies and Entities. This document was created as a resource which offers a fundamental and practical understanding of the policies and procedures required to sustain effective and efficient operations regarding the State's PCard program. These instructions may also be customized for your individual organization's internal policies and procedures requirements.

The official policies and procedures for the State PCard program are published in the:

- **State Procurement Manual, Section PRO-E-23**
- **State Accounting Manual, Section V, Subsection 13**

2.0 PCARDS DEFINED

The PCard as used for purchasing goods and services is an alternate means of payment and shall not circumvent the use of state contracts, purchasing laws, rules, policies, or procedures.

Cardholders must be permanent full-time or part-time State employees whose jobs require the use of a Purchasing Card. State Agencies or Entities may include additional restrictions if desired.

*****There will be no exceptions to the following requirements:

- Purchasing Cards and Purchasing Card accounts will not be issued to employees of foundations that are associated with any State Entity, student employees, temporary workers, or contractors.
- Purchasing Cards and Purchasing Card accounts will not be issued in the name of a Department or work unit (i.e. Facilities Maintenance) to be shared by multiple employees.

2.1 STANDARD PCARDS

The standard PCard is the "U.S. Bank Purchase Card" and is also the most common type of Purchasing Card. The PCard has a functional purpose that allows organizations to take advantage of the existing credit card infrastructure to make business-to-business (B2B) electronic payments for a variety of business expenses (goods and services).

2.2 TRAVEL CARDS

A Travel Card is the "U.S. Bank Corporate Card" and is issued to Wisconsin government employees to be used only for official State business travel. Please see Section 9.0 TRAVEL AND CORPORATE CARDS of this document for additional information regarding the travel Purchasing Card.

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2.3 CARDLESS OR GHOST ACCOUNT PCARDS

A Cardless or Ghost PCard is another product of the “U.S. Bank Commercial Card Program” and shall follow the same contractual requirements as the Standard PCard. This is a virtual Card account that an end-user organization implements and issues to a specific supplier. The supplier then invoices for all of the organization's purchases to this one account with the payments being handled much like a PCard. The term “Ghost PCards” refers to this type of Cardless account that is established for the payment of monthly or other periodic charges to a supplier for a State agency or entity for which a physical Card has not been issued. In cooperation with the State PCard Maintainer and with the Bank, a State Agency or Entity’s PCard Program Administrator may establish a Ghost PCard to make payments to a single specified supplier.

2.3.1 GHOST ACCOUNT PCARDS

Ghost PCards provide a secure payment method restricted for use with the identified supplier and are secured through numerous account restrictions including spending limits, Merchant Category Code (MCC), and the absence of a physical Card. Ghost PCards may be considered when there is a one-to-one business relationship between the supplier and the State Agency or Entity. Some examples of suppliers suitable for payment via a Ghost PCard may include but are not limited to; wireless device and wireless service providers, utilities, bulk fuel providers, landlords, food service, temporary services, and other similar types of suppliers and merchants.

2.4 DESCRIPTION OF U.S. BANKS COMMERCIAL CARD PRODUCTS

PURCHASE CARD	The U.S. Bank Purchase Card is a charge card designed for use by Cardholders to charge goods and services related to the business activities of Customer. U.S. Bank also provides central purchase accounts, which can be used for the same purpose, but without the issuance of a physical card.
CORPORATE CARD	The U.S. Bank Corporate Card is a charge card designed for use by Cardholders to charge travel, entertainment and other goods and services that are related to the business activities of Customer. U.S. Bank also provides central travel accounts, which can be used for the same purpose, but without the issuance of a physical card.
FLEET CARD	The U.S. Bank Fleet Card on the Voyager Network is a Corporate Liability charge card designed for purchases of motor fuels and other products and services by fleet vehicle operations using a transaction processing, reporting and payment system established by U.S. Bank.
ONE CARD	The U.S. Bank One Card is a charge card designed for use by Cardholders that combines Corporate and Purchase Card capabilities on a single Account. The One Card can be utilized for travel and entertainment related expenses as well as to charge goods and services related to the business activities of Customer.
MANAGE SPEND CARD	The U.S. Managed Spend Card is a specialized corporate liability card with declining balance functionality designed for use by Customers or Cardholders to charge business related goods and services. Customer may also elect to have Cards issued to family members relocating employees. Unless requested for a different duration, Managed Spend has a term of twelve (12) to thirty-six (36) months. U.S. Bank also provides Managed Spend Central Billing Accounts, which can also be used for business or relocation expenses. Based on the credit worthiness of Customer and/or its Cardholder, U.S. Bank, at its sole discretion, shall establish a credit limit of no less than five hundred U.S. Dollars ($500.00).
EMERGENCY RESPONSE CARD	The U.S. Bank Emergency Response Card is a corporate liability charge card designed for use by Cardholders under unusual or special circumstances such as disaster relief/recovery efforts. Customer provides the Emergency Response Card to Cardholders to charge goods and services against a Corporate billed account.

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2.5 PCARDS: ARE~ARE NOT~FEATURES~BENEFITS

PCARDS ARE:
- Delegated Purchasing Authority granted by the Procurement Department to individual State employees.
- Authorized for official business use only.
- Authorized for individual purchases not to exceed $5,000.
- Authorized for purchases greater than $5,000 on Statewide contracts where indicated or when or when authorized by the State Bureau of Procurement and the State Controller's Office.
- Authorized for use with only certain categories of vendors, commodities, and services.
- Authorized for certain travel costs, such as airline tickets, travel agency service fees, lodging, any applicable taxes, car rental, rental car gas, hotel and airport parking; and other commercial transportation, including trains, buses, taxis, shuttles, and registration fees.

PCARDS ARE NOT:
- For Cardholder personal use.
- A means to avoid appropriate procurement or payment procedures.
- A Card to access cash or credit.
- A right of employment.
- For reimbursable meal costs. Individual meals are not allowed to be charged on the purchasing Card.
- For interagency or intra-agency use (except for retail purchases from any agency operation that sells goods to the public and accepts a charge Card. (i.e. Badger State Industries BSI, Document Sales, Campus Bookstores, etc.).

PCARD FEATURES
- Excellent spending control and monitoring.
- End-to-end implementation strategies.
- Supplier payment solutions.
- Comprehensive reporting tools.
- Tax and compliance management support.
- Financial systems integration.
- Simplified Transactional Processing.
- Worldwide acceptance.

PCARD BENEFITS

***** Simplifies and enhances all aspects of the purchasing process including:
- Policy Compliance
- Transaction Monitoring
- Security
- Reporting
- Payments
- Enabling prompt payment to suppliers.
- Eliminates purchase orders, invoices, and voucher data entry.
- Combines order, receipt, and payment for goods at the point of sale.
- Provides a level of detailed transaction information.
- Allows for travel spend, including: airfare, lodging, and car rental.
- Reduces the need for out of pocket expenses and personal reimbursements.

3.0 PCARD USAGE OPTIONS

The PCard can be used in the following procurement categories to acquire goods and services for official State business. A supplier must be setup and in agreement to process State PCard transactions. The authorized PCard holder shall follow all the State's procurement policies and procedures required for each listed procurement type below when using the PCard to make purchases.

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3.1 LIST OF PROCUREMENT CATAGORIES FOR PCARD PURCHASES

PROCUREMENT CATEGORIES	DOLLAR VALUES	PURCHASE > $5,000
Best Judgement	< $5,000	PCard Program Administrators may contact the PCard State Maintainer to request an SBOP approval to use the PCard as the payment method for purchases greater than $5,000 for the listed procurement categories.
Simplified Bid	$5,000 to $50,000	
Mandatory, Optional, or Agency/Entity Contract created by either: • Request For Bid (RFB) • Request For Proposal (RFP)	> $50,000	
Request For Purchasing Authority (RPA): • Sole Source • Emergency • Legal Services • Collective Purchasing	$Open	
Piggyback Contracts	$Open	
Intergovernmental Contracts	$Open	
Interagency Contracts	$Open	

3.2 WISBUY: WISCONSIN'S PCARD MARKETPLACE

WISBuy is:

- A simple, internet based shopping experience.
- An online ordering tool.
- Ability to share procurement contracts online.
- A website side-by-side product and price comparison.
- Payment and shipping information safely stored in the system.
- Search capabilities on specific attributes, such as; SKU, manufacturer, and unit of measure.
- Simple reordering using "Favorites" and order "History".
- Purchasing Card purchase history.

*For additional information regarding WISBuy "Wisconsin's PCard MarketPlace" just click on the link below.

WISBUY WISCONSIN'S PCARD MARKETPLACE

CLICK!

For questions regarding WISBuy call: 608-264-7897, 800-482-7813

or

email: **doawispro@wisconsin.gov**

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3.3 PCARD APPROVED ON STATEWIDE CONTRACTS

The Purchasing Card may be used on Statewide contracts when the contract or subsequent amendment indicates that Card use is allowed. Contact the contract manager if you are aware of a contracted supplier who accepts Visa charge Cards and the contract documentation indicates that Card use is not allowed. If a State Agency or Entity authorizes a Cardholder to make purchases on a State contract for

more than $5,000 the PCard Program Administrator should notify the State PCard Maintainer with an explanation of the steps it will take to ensure that the higher authorizations are limited to the specific contract purchases.

The procedures for use on contracts are subject to change at any time. Be sure to consult the relevant contract manager before making any purchase with the PCard.

3.3.1 STATEWIDE MANDATORY AND OPTIONAL CONTRACTS

Mandatory and Optional contracts include services and goods from Statewide/Enterprise contracts, work centers, and Badger State Industries (BSI).

- Mandatory Contracts: are depicted by the following alpha numeric codes on the PeopleSoft contract naming conventions: M10, M14, M15, M18, M20 - series.
- Optional Contracts: are depicted by the following alpha numeric codes on the PeopleSoft contract naming conventions: O11 – series.
- **List of Statewide Contracts that Allow PCard Use**

4.0 PCARD LEGAL ASPECTS

Purchases made with the PCard must comply with the Department of Administration and State agency or entity procurement policies and procedures as stated in the State Procurement Manual, the State Accounting Manual, and the State Agency or Entity PCard User Manual.

Non-adherence to any of the PCard policies and procedures may result in revocation of individual Cardholder privileges, may be considered a violation of work rules subject to discipline, and may further result in revocation of all sponsor division Purchasing Cards.

4.1 PERSONAL PURCHASES PROHIBITED

Cardholders and other program personnel are prohibited from using the PCard and other accounts (i.e. Ghost PCards) for the purchase of any goods or services not directly related to job responsibilities or other official State of Wisconsin business. Intentional use of the PCard for personal purchases will result in disciplinary action.

4.2 SPLIT PURCHASES PROHIBITED

Cardholders are prohibited from splitting a transaction between two or more transactions on a single account, two or more transactions on multiple accounts, or two or more transactions using the PCard and a purchase order in order to circumvent competitive solicitation requirements.

4.3 PUBLIC RECORDS LAW

All documents related to the Purchasing Card may be fully disclosed as a public record to the extent provided for by the Wisconsin Public Records Law.

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4.4 RECORD RETENTION

Original supporting documentation for all PCard transactions must be retained for the required period as specified in the Record Retention Policy established by the Wisconsin Public Records Board. A more definitive PCard Record Retention Policy can be found in the State Accounting Manual under the following link: Retention of Supporting Documentation.

4.5 IRS 1099 REPORTING

Based on the 2011 Internal Revenue Service's Code, Section 6050W changes in reporting requirements; it is now the responsibility of the issuing Bank to report 1099 reportable services charged to a PCard. Therefore 1099 reportable services are no longer prohibited from being charged to a PCard by the State.

4.6 SALES AND USE TAX EXEMPTION

The State is exempt from State sales taxes. The Wisconsin Department of Revenue has issued a tax exempt number for all State agencies and entities. This number should appear on your Card either as the second line of embossing (preferred) or in the printed logo.

4.6.1 OTHER STATES SALES AND USE TAX EXEMPTION

All in-state and many out-of-state vendors honor this exemption. Check the Uniform Sales & Use Tax Exemption/Resale Certificate – Multijurisdictional Form for participating states and respective exemption certificates. States not listed on this website either do not impose sales and use taxes or they do not allow the State of Wisconsin any tax exemptions.

5.0 PCARD OVERSIGHT RISK REDUCTION GUIDELINES

5.1 STATEMENT OF ACCOUNT VERIFICATION

A Purchasing Card account statement will be sent bi-weekly from the Bank. In addition an electronic billing file will also be sent to State accounting for payment processing. An example and description of a U.S. Bank statement of account can be referenced at the following link: Sample Cardholder Statement of Account .

- It is the responsibility of the Cardholder to verify the correctness of this statement against the purchase record and collected receipts. If there are inaccuracies and/or erroneous charges, you must report them to your Program Administrator immediately.
- Sign the purchase record and submit it with the receipts and a copy of the statement to the designated PCard Approver.
- Complete the transactional verification requirements in the PeopleSoft reconciliation process.

5.2 PERSONAL LIABILITY AND YOUR CREDIT RATING

The use of the Purchasing Card results in agency liability, not a personal liability for the Cardholder. Your credit rating will not be affected. When you sign an agreement with your agency prior to receive the PCard; you are then responsible for any misuse of the Card as outlined in this manual.

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5.3 CREDIT CARD SECURITY

Your Purchasing Card should be treated with the same level of care as your personal credit Cards.

- Do not lend your Card to anyone. The only person authorized to use the Purchasing Card is the person whose name is on the front of the Card and who completed the Purchasing Card Application and Use Agreement (DOA 3584).
- Guard your Purchasing Card account number carefully. Do not post it or write it in any location that is accessible to others.
- Make sure you are using a secure Web site when entering your PCard information via the Internet

5.4 CARDHOLDER SPENDING LIMITS AND UTILIZATION

Imposing spending limits enables management to provide Cardholders with the purchasing power to accomplish the needs of the job without exposing the State or the State Entity to unnecessary risk. Spending limits should be based on job responsibilities.

- Single Transaction Limit (STL): A mandatory spending limit that restricts the amount of a single purchase regardless of the Cycle Limit on the Card. The standard single limit cannot be more than $5,000 without prior written approval from the State PCard Maintainer.
- Cycle (Credit) Limit (CTL): A mandatory spending limit that restricts the total value of purchases a Cardholder can make in one billing cycle. The standard cycle limit cannot be more than $10,000 without prior written approval from the State PCard Maintainer.

5.4.1 REQUIRED INFORMATION TO INCREASE PCARD LIMITS

Fill all the required information below and send to your PCard Administrator.

REQUIRED INFORMATION TO INCREASE PCARD LIMITS	
CARDHOLDER'S FIRST AND LAST NAME:	
LAST FOUR DIGITS OF CREDIT CARD NUMBER:	#
SINGLE PURCHASE INCREASE AMOUNT REQUESTED:	$
CREDIT CYCLE INCREASE AMOUNT REQUESTED:	$
TEMPORARY OR PERMANENT INCREASE (CHOOSE):	
BUSINESS PURPOSE FOR INCREASE:	

*The State agency or entity shall determine Single and Cycle PCard Limits at both the organizational and individual Cardholder levels.

5.5 REPORTING LOST OR STOLEN CARDS AND SUSPECTED FRAUD

5.5.1 LOST OR STOLEN CARDS

If you discover your Card is lost or stolen immediately notify U.S. Bank Cardholder Customer Service at (800) 344-5696 then contact your agency or campus Purchasing Card Program Administrator. If a Card is lost or stolen over the weekend or after regular business hours the Cardholder is responsible to call the U.S. Bank Cardholder Customer Service immediately and also notify your PCard Program Administrator by the next business day.

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U.S. Bank Cardholder Customer Service
Available 24 Hours a Day, Including Weekends
Phone: (800) 344-5696
E-Mail: accessonlinesupport@usbank.com

5.5.2 SUSPECTED FRAUD ON CARD

If you suspect your account has been used fraudulently immediately contact the U.S. Bank Fraud Department at 1-800-523-9078. At the first opportunity, report the same information to your PCard Program Administrator.

Unlike personal credit Cards where Cardholders are responsible for paying the first $50.00 if the Card is stolen or misused, the Purchasing Card program holds the agency or campus responsible for paying all charges resulting from stolen or misused Cards until U.S. Bank has been notified. The U.S. Bank/Visa Purchasing Card Program provides liability protection to the State once notification of any loss, theft, or fraudulent use is made. This same level of liability protection does not apply to Cards that are made available to multiple users, therefore each individual Purchasing Card shall only be used by the person whose name appears on the Card.

*The U.S. Bank and Visa Commercial Card Program provides liability protection to the State once notification of any loss, theft, or fraudulent use is made. The same level of liability protection does not apply to Purchasing Cards that are made available to multiple users. Each Purchasing Card shall be used only by the person whose name appears on the Card.

5.6 RETURNS, CREDITS, AND DISPUTED ITEMS

5.6.1 GOODS RETURNED

When necessary, items should be returned according to vendor specifications. The Cardholder is responsible for ensuring that proper credit is posted for any returned items. If merchandise is returned in person, the Cardholder is responsible for obtaining a credit receipt from the merchant and retaining that receipt with other receipts to document the purchase and return. Receiving cash or checks to resolve a credit is prohibited. No exchanges are allowed and the item must be returned for credit with the replacement item purchased separately.

Following are tips for returning goods:

- Always retain boxes, containers, special packaging, etc., until you are certain the goods will be kept. Some items, such as software or fragile pieces, cannot be returned without the original packaging materials.
- Read all enclosed instructions carefully. Often a phone number and other instructions are included on the packing slip and/or receipt.
- Many vendors require a “Return Authorization Number” before returns will be accepted. Make sure to get this number when it is required so that the package will be accepted and credit issued to your account.
- In some cases there may be a restocking fee which is usually a percentage of the purchase price. If the vendor is completely responsible

for the error or problem the Cardholder should not have to pay this or any other fee. However, if the vendor is not fully responsible the Cardholder

- may have to pay the fee. The Purchasing Card may be used to pay this fee as long as it does not exceed any of the Card limits.

5.6.2 CREDIT ONLY

Make a request from the merchant to record a credit on the PCard account. If the item was shipped then refer to the shipping form you kept with the envelope transaction record.

- The credit should appear on a subsequent statement. Any item purchased with the Visa Purchasing Card that is returned must be returned for credit.
- Keep all documentation of credits, returns, and exchanges on the Purchasing Card record.

5.6.3 DISPUTED PCARD TRANSACTIONS

When a disputed charge cannot be resolved with a supplier, complete the U.S. Bank “Cardholder Statement of Questioned Item Form” and send it to U.S. Bank Financial Services with a copy sent to your PCard Program Administrator. This written notice of dispute must be received by U.S. Bank within 60 days of the date that U.S. Bank sent the first statement or transaction file.

Transactions may also be disputed using Access Online. Refer to the Access Online Cardholder Reference Guide; Dispute a Transaction Quick Reference section for directions. During U.S. Bank’s investigation, the Bank will issue a credit to the Purchasing Card account in question for the disputed amount. When the investigation is complete, you will be notified of the resolution by U.S. Bank. If you are not satisfied with the resolution, immediately contact your PCard Program Administrator.

*Optional Mailing Address for Disputed Transactions:
U.S. Bank
Government Services
4325 17th Avenue SW
Fargo, ND 58102

5.6.3.1 Common Types of Disputed Transactions

- The merchandise arrives broken and the merchant refused to replace it.
- The invoice is for more than your receipt and the merchant refuses to give you a credit.
- Do not recognize a particular charge on your account.
- Duplicate charge from the vendor.

5.7 RANDOM AUDITS

The State Bureau of Procurement (SBOP), State Controller’s Office (SCO) and agency purchasing and accounting staff conduct random audits of Purchasing Card use. The primary purpose of these audits is to ensure that:

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- Program policies and procedures are being followed.
- Purchase volume appears reasonable.
- Transactions are appropriate.
- Purchases are made from legitimate vendors.
- Documentation is complete.
- Proper internal controls exist with regard to the program.

5.7.1 TYPES OF COMMON TRANSACTIONS OF INTEREST

The following transaction types will emerge during an audit review and will require the investigator to collect more detailed information.

- Suspect Vendors: These merchants can be referenced by merchant category code or by name that provide services and/or commodities which do not meet legitimate state business needs and are restricted or prohibited by law, regulation, or policy.
- Holiday and Weekend Purchases: Are determined by the transactional dates.
- Split Transactions: This is the act of dividing a single and full amount of payment into two or more simultaneous transactions made by different payment methods. Used by Cardholder to circumvent an established control that would have otherwise been a single transaction for a higher cost than the allowable single purchase dollar limit.
- Related Transactions: A disproportionate number of transactions with the same vendor just under an established control limit or numerous transactions for the same amount are examples of these types of monitored transactions.
- Fiscal Year-End Spending: Excessive purchases are made without a legitimate business need to expend the remaining year's budget.
- Purchases Beyond Pre-Determined Transactional Parameters: Cardholder purchases surpassing established single and cycle credit spend limits per PCard without an authorized exceptions purchasing approval.

5.7.2 AUDIT DOCUMENTATION REVIEW PROCESS

The Cardholder Document Review Process will entail the following steps below and will be conducted by the Agency PCard Reviewer.

- Determine that all required approvals (cardholder and approver) are present on supporting documentation.
- Audit cardholder record(s) of purchase and receipts received from cardholders for propriety. An approved sampling method is permitted.
- Determine that the appropriate Account Codes are charged for the individual charges on the PCard.
- Reconcile cardholder record with billing file to determine accuracy and appropriateness.
- Receive and review requested management reports from the Purchasing Card company.
- If it is determined that personal charges are occurring on the PCard, then appropriate action must be taken to resolve the misuse of the PCard.

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5.8 ANNUAL REVIEW OF SPENDING LIMITS

Each State Agency and Entity is required to perform a review of spending limits at least annually in order to determine if each Cardholder’s spending limits are both adequate and appropriate. The review must include transactions from at least 12 complete, consecutive cycles.

5.9 DORMANT CARDS

Each State Agency and entity is responsible for defining in its internal policy how long a Card can remain unused before it is considered inactive. The State Bureau of Procurement’s recommendation is that a State Agency or Entity should reduce the cycle limit of any Card that has not been used within 12 complete cycles to $1. The Card should also be reviewed to determine if the Cardholder still needs the Purchasing Card.

5.10 CONSEQUENCES: FAILURE TO COMPLY WITH PROGRAM GUIDELINES

Cardholders, program users, or approving officials who knowingly, or through willful neglect, fail to comply with the following may be subject to suspension or termination of account privileges or other disciplinary action, up to and including termination of employment and criminal prosecution to the fullest extent of the law. The State PCard Maintainer and State Bureau of Procurement reserve the right to withdraw any authority or delegated approval due to non-compliance with applicable laws, rules, regulations, policies, and procedures, or the terms of any conditional approval.

6.0 PCARD ROLES AND RESPONSIBILITIES

6.1 STATE ENTERPRISE LEVEL

The DOA State Bureau of Procurement (SBOP) administers the contract on a statewide level. The State PCard Maintainer and the SBOP personnel serve as resources for all program users in the areas of policy development and implementation, day-to-day administration of the program, audit, and training for Card program personnel.

The Statewide PCard policy governs all State Agency and Entity programs and establishes minimum standards for use of the PCard and other related Purchasing Card accounts (i.e. Travel Cards, Ghost Cards) to ensure compliance with all applicable State procurement laws and the State Procurement Manual. The version of this policy posted on the SBOP web site will always be the official policy. The effective date of the policy will be in the footer of the document. SBOP maintains an archive of previous versions of this Policy that will be available upon request.

6.2 STATE PCARD MAINTAINER

The State PCard Maintainer acts as the statewide program administrator for State Agencies and Entities participating in the State Purchase Card contract. The State PCard Maintainer has the ability to correct PCard error transactions that fail to load in the Bank file as well as generate reconciled PCard transactions into vouchers for payment to the Bank within the appropriate billing cycle. The State Maintainer is also responsible for the following:

- Negotiating all contract terms and conditions with the issuing Bank.
- Managing and administering the statewide program.
- Providing liaison services between the issuing Bank and Agencies or Entities, as required.

- Approving requests for Agency or Entity participation in the program.
- Assisting Agencies or Entities in the implementation, administration, and management of individual programs.
- Communicating program updates and enhancements to all levels of program participants.
- Providing training to PCard Program Administrators and Cardholders.

6.3 STATE AGENCY AND ENTITY LEVEL

Each State Agency and Entity is responsible for administering the Purchasing Card program and shall designate a person as the PCard Program Administrator. This person will lead a team of purchasing and accounting personnel for program implementation and ongoing administration. Large State Agencies or Entities may have more than one individual to lead teams within the organization's separate divisions (i.e. site managers). The following State Agency or Entity Purchasing Card roles and responsibilities are defined below.

6.4 AGENCY PCARD ADMINISTRATOR

The Agency PCard Administrator is the person responsible for management and oversight of the Purchase Card program at the State Agency or Entity level. This individual establishes and maintains Cardholder profiles, maintains Cardholder proxies, maintains Cardholder ChartFields, and modifies PCard transactions as necessary. Additional responsibilities include the following:

- Managing the Purchase Card program within the State Agency or Entity.
- Developing and enforcing State Agency or Entity policies and procedures for using the Purchasing Card, including disciplinary procedures related to unauthorized use of Cards and Card renewal procedures. The State Agency or Entity policies and procedures should meet the minimum requirements of the statewide policies and procedures contained in this manual. State ethics laws should also be considered when developing a State Agency or Entity ethics policies.
- Establishing and maintaining the Purchase Card reporting structure/hierarchy for the State Agency or Entity and ensuring proper separation of duties. For example, a Card user cannot be the approver or reviewer for their own transactions.
- Reviewing Purchase Card applications and determining who within the State Agency or Entity should receive a Card.
- Ensuring that a Cardholder agreement form has been signed by all the required PCard roles associated with the Card and maintaining copies of the signed agreements in the State Agency or Entities files.
- Maintaining a list of current Cardholders that are authorized to use Cards.
- Obtaining Cards from the issuing Bank and distributing new and reissued Cards to State Agency or Entity employees.
- Providing training to all individuals with PCard roles regarding the management, security, and use of the Card.
- Reviewing the State Agency or Entity Purchase Card program at least annually to ensure that proper procedures are being followed.
- Ensuring Card users satisfy documentation requirements for purchases.
- Closing Card accounts as necessary, and collecting and destroying Cards upon employee reassignment or termination.

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6.5 AGENCY PCARD APPROVER

The Agency PCard Approver is assigned to monitor, review, and approve Card transactions to ensure compliance with Purchase Card policies and procedures. This is a State Agency or entity end-user who can complete all of the same actions as the Agency PCard Reconciler role, but also has the ability to set the transaction status to Approved. Additional Approver responsibilities include the following:

- Complying with all State Agency or Entity purchasing statutes, rules, policies, and procedures.
- Establishing authorization controls for each Card, which includes limits on the types of purchases, dollar limit per transaction, billing cycle purchase limit, etc.
- Establishing procedures for maintaining security of the Purchase Card.
- Ensuring timely reconciliation of Card statements, including ensuring that supporting documentation is attached.
- Monitoring Card activity for unusual patterns of use or unacceptable transactions, and taking appropriate disciplinary measures with Card users who misuse their Purchase Card.
- Timely submission of the approved Card statements to the State Controller’s Office for payment.

6.6 AGENCY PCARD RECONCILER

The Agency PCard Reconciler is the individual who reconciles PCard transactions, enters comments, attaches receipts, updates ChartField coding (as applicable), and sets the transaction status from staged to Verified. This user in most cases will be the Cardholder or a State Agency or Entity user that will reconcile a Cardholder's transactions on their behalf. Additional Reconciler responsibilities include the following:

- Receiving a copy of State Agency or Entity policies and procedures for Purchase Cards, signing a Cardholder use agreement form and receiving training before being issued and using a Purchasing Card.
- Using the Purchasing Card in accordance with all State Agency and Entity statutes, rules, policies, and procedures.
- Ensuring that the individual card is not given to or shared with other employees.
- Obtaining and submitting valid supporting documentation for each purchase made. A credit Card charge slip with only the total is not sufficient documentation. A receipt needs to include an original record of what was purchased. Any exceptions must be documented.
- Maintaining a Purchase Card transaction log for all transactions made according to State Agency or Entity procedures.
- Review charges in the system daily and change any account coding as needed.
- Receive Card statement information from the Bank.
- Verify Cardholder statement agrees with record of purchase and receipts. Sign the record to attest that all purchases are for State business purposes and comply with appropriate rules and regulations.
- Reconcile the online data and the Bank statement to the Purchase Card transaction log and supporting documentation during the appropriate credit cycle and submit this information to the Agency PCard Approver for approval.
- Safeguarding Card security at all times.
- Reporting lost or stolen Cards immediately following State Agency or Entity procedures.
- Surrendering Cards upon termination, reassignment, or request.
- Cardholder is responsible for resolving all disputes with merchants.

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6.7 AGENCY PCARD REVIEWER

State Agency or Entity end-user who reviews Purchasing Card transactions and accesses reports for their organization. The role does not have the ability to make any updates to the Purchasing Card transaction.

- Determine that purchases have been authorized by confirming that all required approvals (Cardholder and supervisor) are present on supporting documentation.
- Reviews the statement to ensure that supporting documentation is attached for each purchase and the documentation adequately supports the charges, including the business nature of the transaction.
- Reconcile Cardholder record with billing file to determine accuracy and appropriateness.
- Receive and review requested management reports from the Bank.
- If it is determined that personal charges are occurring on the Card, then appropriate steps must be taken to resolve the misuse of the Card.

6.8 STATE CONTROLLER'S OFFICE (SCO)

The SCO is responsible for the following:

- Establishing statewide policies and minimum procedures governing PCard programs.
- Working with the issuing Bank and State Agencies and Entities to assist with mapping Purchase Card data from the issuing Bank into the statewide State Transforming Agency Resources (STAR) system.
- Ensuring timely payment of the Purchasing Card program invoices.

6.9 AGENCY AP PROCESSOR

The Agency AP Processor will be responsible for entering, researching, deleting, and correcting vouchers during the Purchasing Card reconciliation process.

- Reconciling Purchase Card transactions to the accounting system and ensuring that all Purchase Card transactions have been recorded and approved.
- Correct all voucher recycle errors during the reconciliation voucher build process.
- Resolve all Budget Check Exceptions by updating voucher distribution line(s) and/or contacting Finance to research and correct all budget issues.

6.10 AGENCY PCARD PO USER

Agency end-user who can define a P-Card as the payment method on a purchase order. This role can only be assigned to a user that is assigned the Agency PO Processor or Agency Buyer role. Users assigned this role must have a PCard.

6.11 AGENCY PCARD REQ USER

Agency end-user who has a P-Card that will have the ability to define their PCard as the payment method on a requisition. Users assigned this role must have a PCard.

7.0 PCARD PEOPLESOFT~ STAR SYSTEM

Purchasing Card payments will be processed in the PeopleSoft~STAR system. Transactions will be loaded into PeopleSoft from the Bank and must be reconciled and approved either

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individually or through performing a “select all and approve” function in PeopleSoft to build a voucher. Verifying and approving individual transactions as soon as they become available will speed up the development of payment vouchers so that a timely payment can be made to meet contractual obligations to the Bank.

7.1 PCARD RECONCILIATION PROCESS IN PEOPLESOFT

The link to the “Overview of PeopleSoft~STAR PCard Reconciliation Process Chart” below provides the various Dates and Timelines that PCard proxy users will have to reconcile and approve PCard Transactions as well as correct PCard Vouchers to ensure timely payment to the Bank. This Chart's "Calendar Column and Row Colors" directly correspond with the Monthly "Calendar Dated Day Colors" which can found on the second tab “CALENDAR” of this shared spreadsheet file and is titled “PeopleSoft ~STAR PCard Billing Cycle and Approval Dates”.

- **Overview of PeopleSoft~STAR PCard Reconciliation Process Chart**

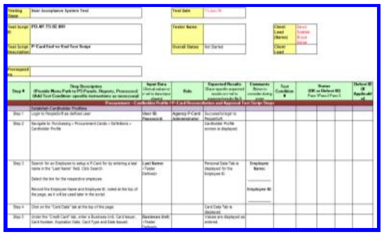
7.2 PCARD BILLING CYCLE AND APPROVAL DATES IN PEOPLESOFT

The Monthly Calendar below provides the future dates and timelines that individuals with PCard proxy roles will follow to reconcile and approve PCard transactions as well as correct PCard vouchers to ensure timely payment to the Bank.

- **PeopleSoft~STAR PCard Billing Cycle and Approval Date**

7.3 ENTIRE PCARD RECONCILIATION END-TO-END PROCESS IN STAR

- **Complete PCard End-To-End Process Script**



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7.4 PEOPLESOFT~STAR PCARD TRAINING RESOURCES

7.4.1 PCARD MANAGEMENT PROCESS IN PEOPLESOFT~STAR

7.4.1.1 Managing Procurement Cards Training Guide

This section provides instructional procedures and processes that are required to manage the PCards process in the PeopleSoft system. Additional topics include maintaining Cardholder profiles, correcting Bank statement load errors, and searching for voucher build errors resulting from the load voucher stage processing.

- **Managing Procurement Cards Training Guide**

7.4.1.2 Managing Procurement Cards Concept Slides

This visual presentation offers a training approach of how to navigate through the PeopleSoft system as it applies to the everyday operations

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of managing a PCard program. The training exercises and assessment questions below further support the learning activities and concepts shared in the presentation.

- Managing Procurement Cards Concept Slides
- Managing PCards Training Exercises
- Managing PCards Assessment Questions

7.4.1.3 Creating a Card Holder Profile

The following Job Aid is used to instruct you how to create a PCard Cardholder profile, assign proxy users to the Card, and define default ChartField information with the Card.

- Job Aid: Creating A Cardholder Profile

7.4.1.4 Request Security Access and Approval

This procedure grants delegated authority for procurement security role approvals for a State Agency or Entity.

- Request and Approve Security Access in PeopleSoft
- Security Requestor and Approver Process Flow Chart
- List of Agency Security Approvers
- Change Request Demo Video
- Security Change Request FAQ

7.4.1.5 Load Statement Batch Process

The Job Aid below explains the key topics involved in running the Load Statement batch process to load staged PCard transactions to the Reconcile Statement page to be reconciled.

- Job Aid: Run the Load Statement Batch Process

7.4.1.6 Creating and Using SpeedCharts

The following Job Aid document explains how the SpeedCharts process is created and accessed to define a default distribution on the Cardholder profile that has multiple distribution lines.

- Job Aid: Creating and Using SpeedCharts

7.4.2 PCARD RECONCILIATION PROCESS IN PEOPLESOFT

This section provides instructional procedures and processes that are required to complete the PCard reconciliation process in the PeopleSoft system. The following subject categories provide both an overview and step-by-step procedures regarding reconciling, disputing, and approving PCard transactions during the PCard reconciliation process.

7.4.2.1 Reconciliation PCard Transactions Overview

This Job Aid below describes the key topics involved in PCard Reconciliation. It also provides an overview of the sub-processes involved and step-by-step procedural guidance to perform the main activities of PCard Reconciliation process which are; reconciling, disputing, and approving PCard transactions.

- Job Aid: Reconciling PCard Transactions

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7.4.2.2 Reconciliation PCard Transactions Statements

Use the Procurement Card Transactions page to review, manage, and approve procurement Card transactions loaded by the Load Statement process. You can view all of the Procurement Card transactions that you have been granted authority to access on the Cardholder Profile - Card Data: Assign Proxies page.

*In this topic, you will manually approve a Procurement Card transaction.

- UPK: Reconciling PCard Transaction Statements

- **Budget Checking PCards**
  You can now perform budget check and ChartField edit validations for your Procurement Card transactions during the Statement Load process and online processing. Use the budget processor to invoke budget check and ChartField edits after staged data is loaded into the Statement Load process and when users use the *Reconcile Statement* component. You can use the budget check or the ChartField Edit validation process during the Statement Load process or during online processing.

- **Statement Load Process**
  If you enable commitment control for Procurement Cards, the system validates the budget rows. If rows are not budget checked, the budget status is N (not checked). If a row fails the budget check, the budget status is E (error). If rows pass the budget check, the budget status is V (valid). If you selected edit combination options on the Purchasing Processing Options page, the system performs ChartField edit combinations based on the ChartField Editing template. The system indicates a status of V (valid for passing rows) or R (recycle for rows that fail).

- **Online Processing**
  If you enable commitment control for Procurement Cards, the system performs ChartField edits and budget-check validations after the users modify the distribution information and click the Save button on the Reconcile Statement page. The system also validates for ChartField combinations on the Distribution Templates page. Once a user modifies and saves information on this page, the system automatically uses the budget processor to check for valid ChartFields.

- **How To Budget Check Procurement Cards**
  First select the procurement Card option on the Installation Options page. Users can access the Budget Check Exceptions page to fix all rows that did not pass budget check. All failed rows must be fixed before successfully passing budget check. In this topic, you will run the PCard Load Statement Application Engine process.

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- UPK: Budget Checking PCards

7.4.2.3 Resolving Disputed PCard Transactions

Use the Dispute Page to view and resolve disputed transactions. The statement lines that appear on this page are lines with a dispute amount where the Credit Collected option has been cleared. In this topic, you will resolve a PCard transaction amount that was in dispute.

- UPK: Resolving Disputed PCard Transactions

7.4.2.4 General Voucher PCard Processing

This following Job Aid describes the General Voucher Processing and procedures requirements. The general voucher process is used to create and manage vouchers in a variety of scenarios as defined by step-by-step procedures provided in the following Job Aid.

- Job Aid: General Voucher Processing

7.5 PEOPLESOFT~STAR STATE AGENCY BUSINESS UNIT LIST

This listing provides the unique Business Unit identifier number for each State Agency or Entity as defined and recognized in the State's PeopleSoft operating system.

- PeopleSoft~STAR State Agency Business Unit List

7.6 PEOPLESOFT~STAR TRAINING QUESTIONS AND ANSWERS

The link below is a collection of questions and corresponding answers that may help to further explain the connections of PeopleSoft, Procurement, and Finance procedures and processes that form the foundation of the Wisconsin PCard Program.

Additional information will be posted to this STAR website as it becomes available.

- STAR End-User Parking Lot Question Tracker

The PCard questions and answers content can be found on the following Tracker Tab Sections:

- **PRO301 Managing Procurement Cards**
- **PRO302 Reconciling Procurement Cards**
- **PRO304 eProcurement**

*If you have any additional questions, please contact the STAR Project Team at:
starproject@wisconsin.gov

or

The STAR Support Center by phone at: **608-264-7827**
844-WIS-STAR (947-7827)

Use your IAM Account to log into PeopleSoft, and if you have locked your account, go to **https://iam.wisconsin.gov/** to unlock it.

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7.7 PEOPLESOFT GLOSSARY

ORACLE
PEOPLESOFT
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8.0 U.S. BANK ~ ACCESS ONLINE

8.1 ACCESS ONLINE (AXOL): WEBSITE CONNECTION

us
U.S. Bank
Access® Online

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8.1.1 AXOL REFERENCE: CARDHOLDER QUICK GUIDE

- Cardholder User Access Online Quick Guide

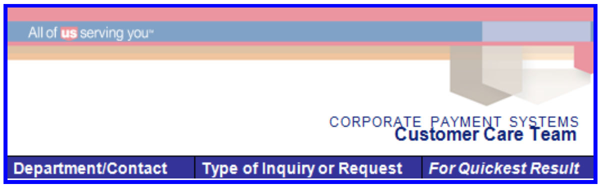
8.1.2 AXOL REFERENCE: CARDHOLDER SELF-REGISTRATION GUIDE

- Access Online Self Registration Guide

8.1.3 AXOL REFERENCE: SAMPLE CARDHOLDER STATEMENT OF ACCOUNT

- Sample Cardholder Statement of Account

8.2 U.S. BANK ACCOUNT CONTACT PERSONNEL


All of us serving you℠

CORPORATE PAYMENT SYSTEMS
Customer Care Team

Department/Contact	Type of Inquiry or Request	For Quickest Result

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8.3 U.S. BANK COMPANY AND AGENT PROCESS HIERARCHY NUMBER

The State Company Processing Company Hierarchy is a five-level hierarchy that controls how the system processes transactions for billing and accounting purposes this includes the Bank, Agent, and Company.

- **Bank Number:** The exclusive number of the Bank that issued a specific credit Card to the State.
- **Agent Number:** A unique four-digit number that identifies one or more top hierarchy levels of a state organization. Used to define the Bank/Agent relationship.
- **Company Number:** The specific five-digit number that the Bank assigns and is associated with a state, the state's subsidiaries, or other sub-organizations within the state organization.
- **State Company and Agent Processing Hierarchy Number List**

8.4 TRAINING RESOURCES: U.S. BANK

8.4.1 WISCONSIN PCARD PROGRAM ADMINISTRATOR GUIDE

PCard Program Administrators are encouraged to read this guide thoroughly and retain it as a reference tool. This guide provides:

- Valuable information regarding program participation, implementation, setup and maintenance.
- Descriptions of the latest tools to help State Agencies or Entities effectively streamline their procure-to-pay process.

U.S. Bank Program Administrator Guide

usbank
CORPORATE PAYMENT SYSTEMS

WISCONSIN P-CARD PROGRAM

Program Administrator Guide

CLICK!

8.4.2 U.S. BANK WEB-BASED TRAINING (WBT)

U.S. Bank offers Access Online Web-Based Training (WBT). This site includes user guides, sample statements, simulations and an optional certification process that includes quizzes to ensure State personnel are trained.

- **WBT TRAINING LINK**

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*If you need the most current WBT password please contact your PCard Program Administrator.

8.4.3 U.S. BANK INSTRUCTOR-LED TRAINING (ILT)

U.S. Bank Product Training Group offers training classes to program administrators on key U.S. Bank Access Online functionality, including account administration, reporting, user profiles, transaction management, and cost allocation. Our instructor-led classes work in conjunction with our web-based training.

- **ILT TRAINING LINK**

usbank
U.S. Bank Access® Online Instructor-Led Training

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*For detailed steps on registering for a class; refer to the "Take Live Training" user guide available in the Other Documents list on the Access Online web-based training site.

8.5 U.S. BANK ACCESS ONLINE GLOSSARY LINK

usbank
U.S. Bank Access® Online Glossary

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8.6 U.S. BANK MAINTENANCE OF MERCHANT CATEGORY CODES (MCC)

MMC codes are four-digit numbers assigned to a business by credit Card companies (i.e. Visa) when a business first starts accepting one of these Cards as a form of payment. The MCC is used to classify the business by the type of goods or services that it provides.

8.6.1 MERCHANT CATEGORY CODE (MCC) GROUP

Visa provides this list as a logical grouping of merchant category codes (MCCs) which U.S. Bank has implemented as its default MCC groups for Access Online applications. PCard Program Administrators can also setup customized MCC groups.

- **US Bank: MCC Group All Codes Listing**

- **Visa: MCC All Codes Listing**

8.6.2 MERCHANT CATEGORY CODE (MCC) BLOCKING AND LOCKING

Blocking or Locking with MCC codes is established by attaching a merchant authorization control to a managing account or individual Cardholder.

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8.6.2.1 State of Wisconsin Blocked and Locked MCC Codes

The State Bureau of Procurement and the State Controller's Office have established MCC standards for PCards. These restrictions will be automatically invoked during the purchase authorization process based on the MCC codes in each established field category. Each State Agency or Entity can further define MCC limitations as blocked or locked on their Purchasing Cards.

- Blocking: A "blocked" limitation rejects only transactions from a vendor within a MCC authorized "blocked" setting.
- Locking: A "locked" limitation accepts only transactions from a vendor within a MCC authorized "locked" setting.

*The following are the State's standard blocked and locked MCC codes established with the bank:

- **State Blocked And Locked MCC Code Listings**

8.7 MERCHANT COMMON DECLINE REASONS - ADS

Authorization Decision Strategy (ADS) Fraud Prevention is a system enabled for all Cardholder accounts to protect your organization from fraud; and it is constantly changing its parameters as it analyzes recent fraud trends. ADS also analyzes the dollar amount, location of the transaction, spending patterns on the Cardholder account, etc. and can decline a transaction based on any one of those factors.

- **ADS Common Decline Reasons List**

8.8 PROMPT PAYMENT OF VENDOR INVOICES

The **State's Prompt Payment Law** provides for payment of interest on state order and contract payments that are not made in a timely manner. Payments are considered timely if they are mailed within thirty days after receipt. It is the responsibility of the State Agency or Entity invoicing the transaction to calculate and pay the interest.

- Invoices must be received at address indicated on the purchase order.
- Goods and services must be received or performed satisfactorily.
- A "Notice of Good Faith Dispute" stops the clock.
- Interest paid out is covered by the State Agency or Entity budget and then is annually reported to the legislature.

9.0 TRAVEL AND CORPORATE CARDS

Using Purchasing Cards for conducting official State business travel provides greater oversight to monitor and control the expenses that are incurred during travel. Standard PCards "State Agency or Entity liability" can be used for travel unless the traveler elects to use the corporate Travel Card "personal liability" as provided under the Master Agreement between the State of Wisconsin and U.S. Bank.

*Travel expenses should be corrected, reconciled, and through final approval, by the Tuesday prior to the payroll run in order for reimbursements to be included on an employee's paycheck.

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9.1 STANDARD PCARD USED FOR TRAVEL EXPENSES

Individual standard PCards can be setup with travel-related **STTRAVEL MCC** code restrictions. Use of the standard PCard for travel does not exempt a traveler from the State of Wisconsin travel guidelines which can found in the **Uniform Travel Schedule Amounts (UTSA)** or from your specific organizations pre-approval travel policies and procedures requirements.

9.2 CORPORATE CARD USED FOR TRAVEL EXPENSES

Corporate Cards can also be setup with the **STTRAVEL MCC** code restrictions or otherwise customized as defined by the State Agencies and Entities.

9.3 STATE PURCHASING CARD TRAVEL REQUIREMENTS

A State issued Purchasing Card SHALL be used for official business-related travel expenses including:

- Airline Tickets
- Travel Agency Service Fees
- Business Related Lodging including any Applicable Taxes
- Rental Car Reservations: A Purchasing Card in the name of the driver must be presented for payment of rental vehicles.

A State issued Purchasing Card MAY be used for official business related travel expenses including:

- Car Rental Gas
- Hotel and Airport Parking
- Hotel Business Communications (i.e. Internet Service)
- Commercial Transportation: Including Trains, Buses, Taxis and Shuttles

9.4 OFFICE OF STATE EMPLOYMENT RELATIONS (OSER) TRAVEL GUIDE

The information contained in this brochure is a summarization of the State's travel guidelines. The Travel Schedule Amounts (TSAs) are included as part of the Compensation Plan. For more detail regarding travel policies and procedures, contact your PCard Program Administrator.

- **OSER Pocket Travel Guide**

9.5 GENERAL INSTRUCTIONS FOR PURCHASING CARD USE FOR LODGING

1	Always identify yourself as an employee of the State of Wisconsin and ask for government discounts or contract rate.
2	Lodging within the State of Wisconsin is exempt from taxes. Remember to give the establishment your State Agency or Entity tax exempt number when checking in.
3	Only room charges for state employees may be put on the Purchasing Card. All other expenses such as meals, porterage, telephone calls, room service, laundry, etc., must be paid separately and appropriate reimbursement claimed on a travel voucher.

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4	When you make reservations, be sure to check the hotel's cancellation policy. Generally, if you fail to cancel in accordance with hotel policy, you will be responsible for reimbursing your Agency or Entity for the room.
5	Receipts which exceed the maximum daily rate allowed must be accompanied by an explanation of the reasonableness of the expense (i.e. conference site).
7	Cardholders will receive a bi-weekly statement for their account directly from U.S. Bank. It is the Cardholder’s responsibility to verify all the charges on the Bank statement that are documented with the original receipts.
8	Cardholders should sign all required documentation and submit this with the original receipts and the Bank statement to their Purchasing Card Approver.
9	The Purchasing Card Approver must also approve and sign the required documentation to verifying the charges were for business purposes before forwarding to the Purchasing Card Program Administrator.
10	When claiming other expenses for an overnight stay on a travel voucher put "PC" in the LODGING field of the travel voucher to show that you used the Purchasing Card to pay for your room.

9.6 GENERAL INSTRUCTIONS FOR CARD USE FOR AIR TRAVEL

1	When making airline reservations always identify yourself as an employee of the State of Wisconsin and ask for the lowest appropriate airfare.
2	The State of Wisconsin is exempt from Wisconsin State and local taxes. Remember when making a reservation to provide your Agency or Entity tax exempt number.
3	Maintain a Purchasing Card Travel Record indicating the destination and nature of the official State business.
4	All airfare charges must be supported by an air itinerary receipt from the travel services vendor showing a $0 balance.
5	Cardholders will receive a bi-weekly statement for their account directly from U.S. Bank. It is the Cardholder's responsibility to verify all the charges on the Bank statement that are documented with the original receipts.
6	Cardholders should sign all required documentation and submit this with the original receipts and the Bank statement to their Purchasing Card Approver.

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VISA

7	The Cardholders' supervisor, or whoever is responsible for approving the Cardholders' time and leave reporting, must sign the log verifying the charges were for business purposes before forwarding to the Purchasing Card Program Administrator.
8	When claiming other charges for an overnight stay on a travel voucher put "PC" in the "Other Allowable Expenses" field of the travel voucher to show that you used the Purchasing Card for your airfare. A copy of the air itinerary must be included.

9.7 GENERAL INSTRUCTIONS: FOREIGN EMERGENCY MEDICAL EXPENSE

If you are an employee who travels to foreign countries, a Foreign Emergency Major Medical Expense Purchasing Card may be issued to you to pay for emergency major medical expenses if they arise. Some medical facilities in foreign countries will not perform the necessary procedure unless the bill is paid in advance. You may also not have the capability to pay for an emergency major medical expense out of pocket and wait for reimbursement from your insurance company. Keep in mind, travel insurance is not a reimbursable expense and should not be purchased. The following guidelines apply:

1	A separate Purchasing Card will be issued to you as a foreign traveler for use only for foreign emergency major medical expenses. We recommend that the second line of embossing identify the Card as Foreign Medical.
2	This is the only Card that is acceptable for foreign emergency major medical expense. **"Do Not Use A Standard State Purchasing Card For Foreign Emergency Major Medical"**
3	A separate merchant category code specification, STMEDICAL (I, include), must be used and only Merchant Category Codes (MCC) for foreign medical institutions will be available. The following MCC codes are the only codes approved by the State Bureau of Procurement (SBOP) and the State Controller's Office (SCO) for foreign medical institutions that shall be available for use. A full description of this list can be found on the following link: STMEDICAL
4	The object code for this Card must be 3801, Purchasing Card foreign emergency major medical expense. When completing the Cardholder account setup form section dealing with Cardholder limits; use the default MCC inclusion custom STMEDICAL. This section will also request an indication of whether this is either an Include or Exclude situation – Select Include.

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5	As a convenience to you, the State will initially pay for foreign emergency major medical expense. However, when you return, you must file a claim with your health insurance company for reimbursement to your agency. If it qualifies, the claim can be made through the Workers Compensation process. You must repay any deductibles or items not covered by insurance to your agency.
6	Your agency or campus Purchasing Card Program Administrator will follow up with you to ensure that you file an insurance claim.
7	Refer to the State Accounting Manual for more detailed accounting instructions regarding Foreign Emergency Major Medical.

9.8 TRAVEL CARD POLICIES AND PROCEDURES MANUAL

The Travel Card Policies and Procedures Manual further define eligibility, responsibility, and proper Purchasing Card usage. These policies and procedures are designed to ensure that individual travelers and those responsible for supervising Cardholders comply with this manual and the State of Wisconsin travel regulations.

- **Travel Card Policies and Procedures Manual**

10.0 MBE & DVB

PCards purchases make it easy to meet the State's supplier diversity goals. The State of Wisconsin Supplier Diversity goals are 5% for Minority Owned Business (MBE) and 1% for Service Disabled-Veteran Owned Businesses (DVB). A listing of the State certified suppliers and how a supplier can become State certified can be found at the following links:

- **Wisconsin Certified Diversity Suppliers**
- **Wisconsin Diversity Suppliers Certification**

11.0 STATE PCARD CONTRACT INFORMATION

The Department of Administration (DOA), State Bureau of Procurement (SBOP) entered into a Participating Addendum (Cooperative Agreement) with U.S. Bank National Association for Purchasing Card services to support the State of Wisconsin's Purchasing Card (PCard) Program. The agreement provides participating State Agencies and Entities with Visa Purchase Card services for the acquisition of goods and services.

11.1 CONTRACT DOCUMENT

Click on the link below to access current State PCard agreement information:

PARTICIPATING ADDENDUM AGREEMENT NO.	SUPPLIER	CURRENT TERM	OPTIONAL RENEWALS
505ENT-M15-CARDPRGRMS-01	U.S. Bank	5/1/2015 - 12/31/2018	2 Optional One-Year Periods

Note:	Participating Addendum Agreement 505ENT-M15-CARDPRGRMS-01 replaces 15-94635-501 effective July 1, 2015.

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CORPORATE
4000 1234 5678 9010
CARDHOLDER NAME
VISA

12.0 PCARD CONTACTS

12.1 STATE ENTERPRISE PCARD PROGRAM CONTACTS

- Contact List

12.2 STATE AGENCY PCARD PROGRAM ADMINISTRATORS CONTACTS

- Contact List

12.3 U.S. BANK NATIONAL ASSOCIATION CONTACTS

- Contact List

12.4 PEOPLESOFT~STAR PROJECT TEAM

- starproject@wisconsin.gov

13.0 EMV CHIP CARDS

The State of Wisconsin in conjunction with U.S. Bank will be transitioning from traditional Purchasing Cards to EMV Chip Cards. The EMV Chip Cards will provide enhanced technology, security, and a bold new look. A microchip embedded in the front of your plastic will protect against counterfeit fraud when the EMV Chip Card is used at a chip-enabled terminal.

*Click on the links below for additional information regarding EMV Chip Cards:

- US Bank ~ EMV Chip Card Overview
- US Bank ~ Chip Card Pin Number Facts
- Visa ~ EMV Chip Card Overview

14.0 PCARD FORMS

- DOA-3584 PCard Application and Use Agreement
- DOA-3585 Purchasing Card Record

15.0 STATE PCARD GLOSSARY

- State PCard Glossary Reference

16.0 PCARD FREQUENTLY ASKED QUESTIONS

- PCard Questions and Answers

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